

Office for  
Students

The logo for the Office for Students, featuring a dark blue square with a yellow square in the top right corner containing the letters 'OfS' in white.

OfS

# HESES21 training

## Identifying and counting your students

Will Scott  
Funding Officer

27 September 2021

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# Webinar housekeeping

- Who is presenting today:
  - Main presenter: Will Scott (backup – Roger Lear)
  - Q&A: Ross Lawlor
- How to ask a question:
  - Please use Q&A feature rather than the chat
  - Use the chat to contact event support
- Closed captions are available
- A recording of this session will be available on the OfS website
- Intended audience: those new to HESES and those needing a refresher
- Please give us your feedback.

# HESES21 webinars

- Introduction to OfS funding and HESES21:  
1330 on Monday 20 September 2021
- Categorising your students and important definitions:  
1330 on Wednesday 22 September 2021
- **Identifying and counting students to be included in HESES21:  
1330 on Monday 27 September 2021**
- Submission and verification of HESES21 data return:  
1330 on Wednesday 29 September 2021
- Hands-on workbook exercises and breakout groups:  
1330 on Tuesday 5 October 2021 and 1330 on Thursday 7 October 2021
- More information available at [www.officeforstudents.org.uk/events](http://www.officeforstudents.org.uk/events).

# Supporting materials

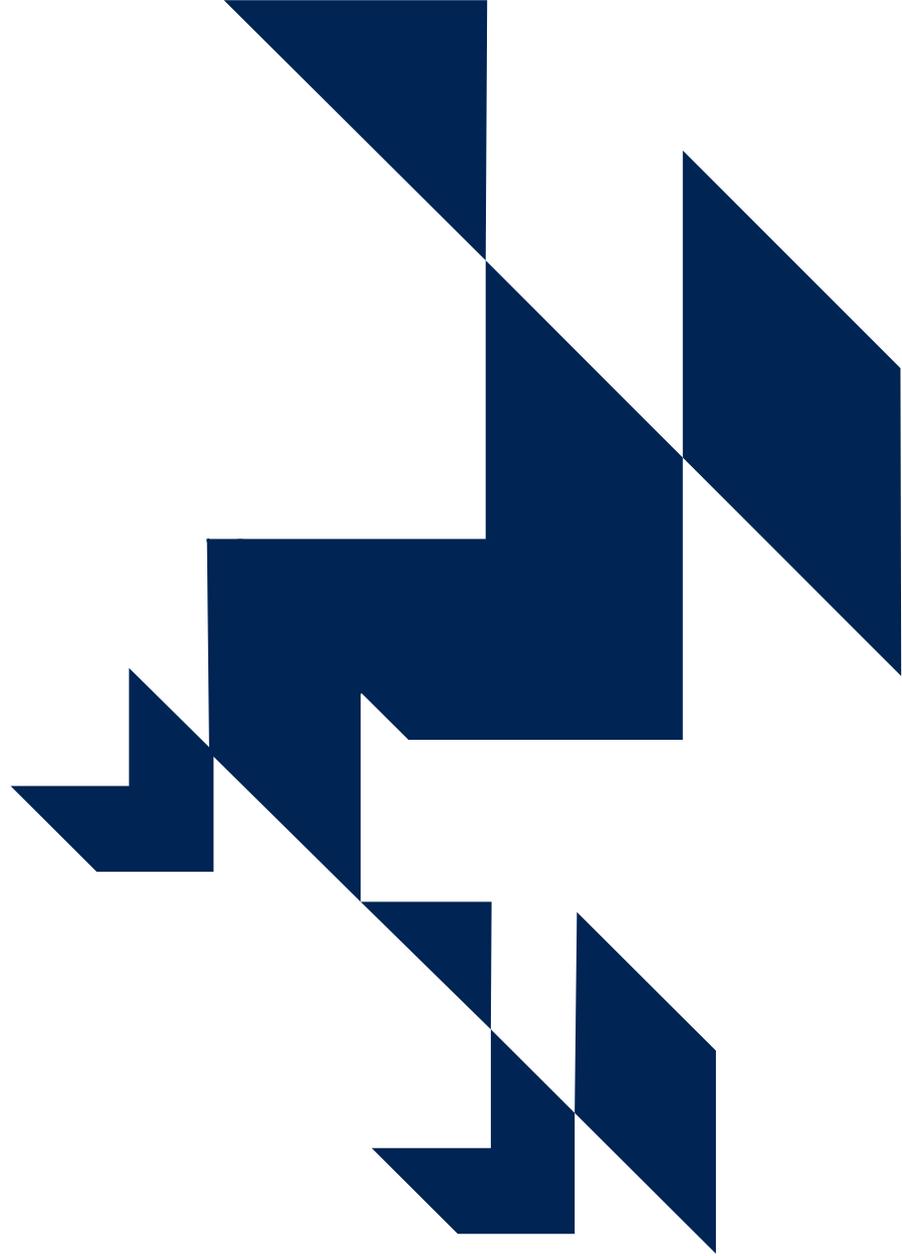
- A recording of this event and today's slides will be available from the OfS website at [www.officeforstudents.org.uk/events](http://www.officeforstudents.org.uk/events)
- Providers should also refer to [www.officeforstudents.org.uk/heses](http://www.officeforstudents.org.uk/heses)
  - 'HESES21 – Higher Education Students Early Statistics survey 2021-22' publication
    - [www.officeforstudents.org.uk/publications/heses21](http://www.officeforstudents.org.uk/publications/heses21)
  - 'How to complete the HESES21 workbook' publication
  - HESES videos on the OfS YouTube page: <https://www.youtube.com/officeforstudents>.
- Overview of OfS funding
  - 'Guide to funding 2021-22' publication
- Sign up for email alerts
  - [www.officeforstudents.org.uk/sign-up-for-email-alerts](http://www.officeforstudents.org.uk/sign-up-for-email-alerts)

# What we will cover today



- How to count student years
- How to make forecasts of non-completion and full-time equivalence (FTE)
- How to complete the healthcare tables in HESES21.

**Counting years of  
instance:  
Column 1 or Column 2?**



# Table 1: Full-time

Table 1: Full-time counts of years of instance																	
Price group: Annex G			Length: Annex J			Level: Annex I			Fundability status: Annex F								
Column 1			Column 2			Column 3			Column 4								
Years countable between 1 August 2021 and census date inclusive			Forecast of years countable after census date and before 1 August 2022			Forecast of years not completed (negative values)			Estimated completed years academic year 2021-22 (Columns 1 + 2 + 3)								
Home fee			Home fee			Home fee			Home fee								
OFS-fundable (a)			Non-fundable (b)			Overseas (c)			OFS-fundable (a)			Non-fundable (b)			Overseas (c)		
Price group	Length	Level	(a)	(b)	(c)	(a)	(b)	(c)	(a)	(b)	(c)	(a)	(b)	(c)			
A	Standard	UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
		PGT (UG fee)															
		PGT (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	Long	PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
		PGR		0.00	0.00			0.00	0.00		0.00	0.00		0.00	0.00		
		UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
		PGT (UG fee)															
		PGT (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
		PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
B	Standard	PGR		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00			
		UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
		PGT (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
	Long	PGT (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
		PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
		PGR		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00			
C1.1	Standard	UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
		PGT (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			

# Table 1: Full-time

The diagram illustrates the data flow between columns of the spreadsheet. Three callout boxes are present:

- Column 1 or Column 2: Annex C** (Orange box): Points to the 'Home fee' section of Column 1 and Column 2.
- Column 3 Non-completions: Annex D** (Grey box): Points to the 'Forecast of years not completed' section of Column 3.
- Column 4 (Automatically completed)** (Blue box): Points to the 'Estimated completed years academic year 2021-22' section of Column 4.

Arrows indicate that data from the 'Home fee' rows in Column 1 and Column 2 flows into the 'Forecast of years not completed' rows in Column 3, and then into the 'Estimated completed years academic year 2021-22' rows in Column 4.

			First-stage credibility: OK			First-stage credibility: OK			First-stage credibility: OK			First-stage credibility: OK		
			Column 1			Column 2			Column 3			Column 4 Automatically populated		
			Years countable between 1 August 2021 and census date inclusive			Forecast of years countable after census date and before 1 August 2022			Forecast of years not completed (negative values)			Estimated completed years academic year 2021-22 (Columns 1 + 2 + 3)		
			Home fee			Home fee			Home fee			Home fee		
			OfS-fundable	Non-fundable	Overseas	OfS-fundable	Non-fundable	Overseas	OfS-fundable	Non-fundable	Overseas	OfS-fundable	Non-fundable	Overseas
			(a)	(b)	(c)	(a)	(b)	(c)	(a)	(b)	(c)	(a)	(b)	(c)
Price group	Length	Level												
A	Standard	UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)												
		PGT (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGR		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
	Long	UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)												
		PGT (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGR		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
B	Standard	UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)												
		PGT (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGR		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
	Long	UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)												
		PGT (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGR		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
C1.1	Standard	UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)												

# Counting student activity (Annex C)

We count **years of instance**. For a student studying for a specific qualification:

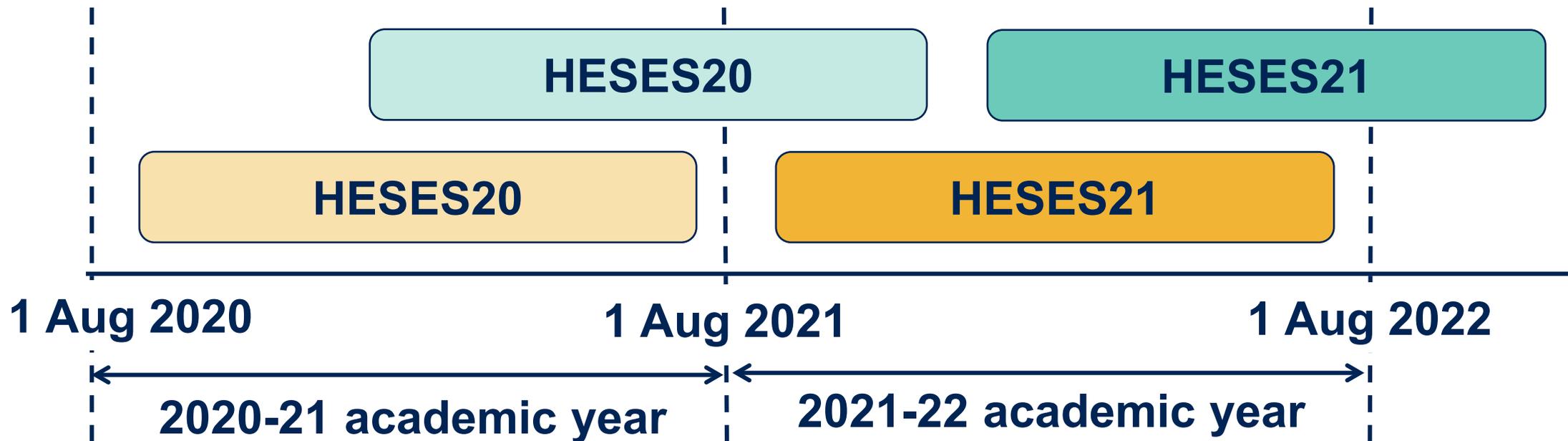
- the first year begins when students start studying towards the qualification
- the second and subsequent years start on or near the anniversary of this date (to allow for minor variations in term dates).

For each year, student activity is counted if:

- a fee is charged
- the FTE for the year is at least 0.03
- they are not writing up a thesis or similar piece of work for the whole year
- they have not withdrawn within two weeks of starting the instance.

# Counting student activity: which HESES?

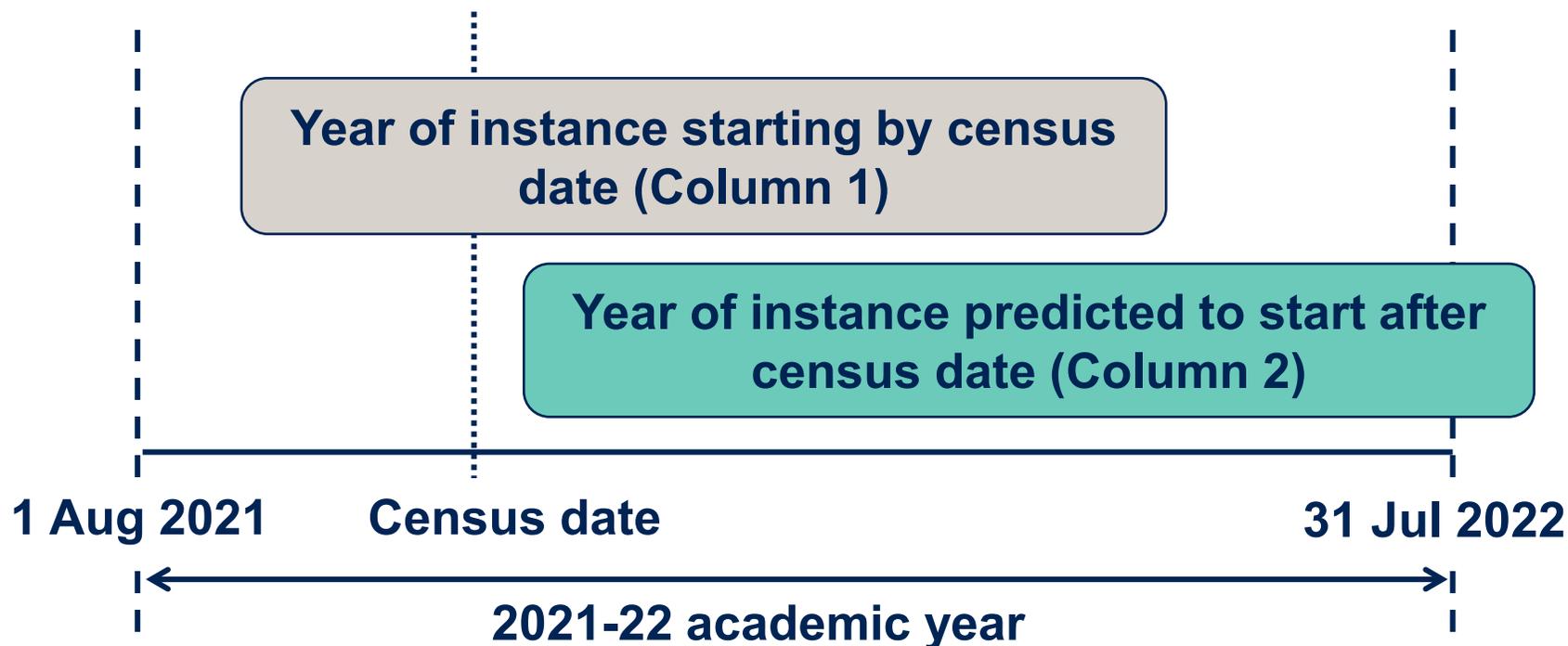
- The academic year that a year of instance starts in determines which HESES survey it's counted in
- The years labelled as 'HESES21' below both start in the 2021-22 academic year.



# Counting student activity: Column 1 or 2?

Years of instance can be recorded in either Column 1 or Column 2 of HESES: this reflects if the year starts before or after the HESES census date.

If a student has withdrawn from their year of instance on or before the census date they should **not** be returned.



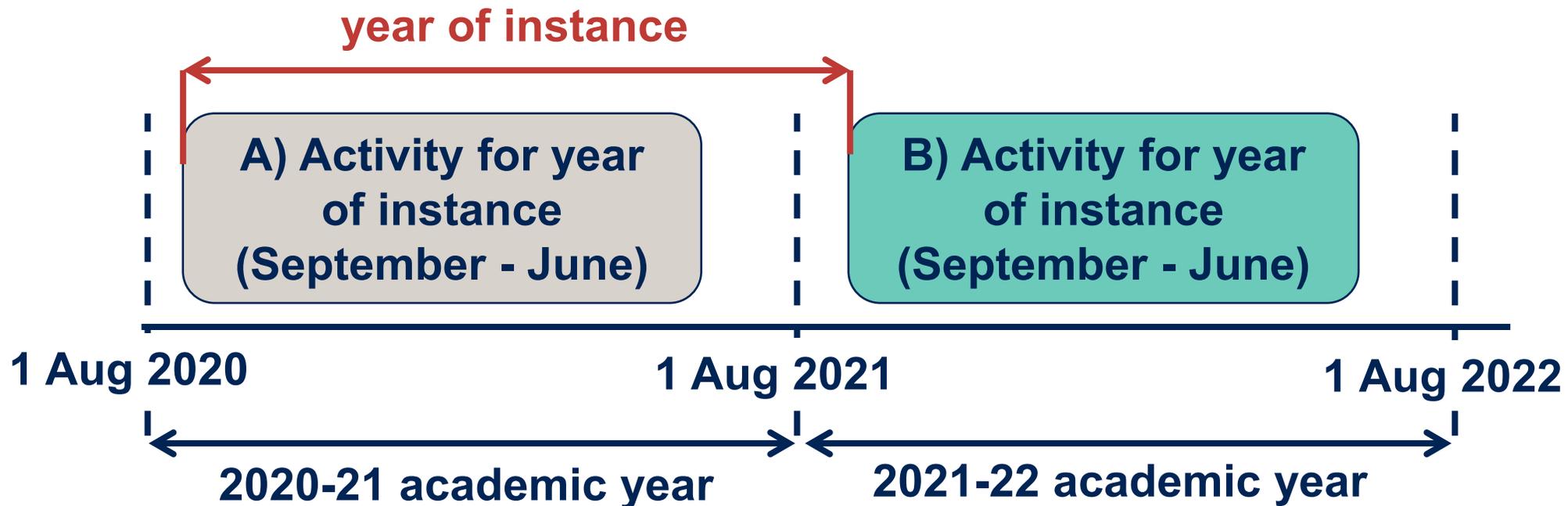
## Census date

- Colleges: 1 Nov
- Other providers: 1 Dec

# Standard and non-standard years

## Standard year (column 1):

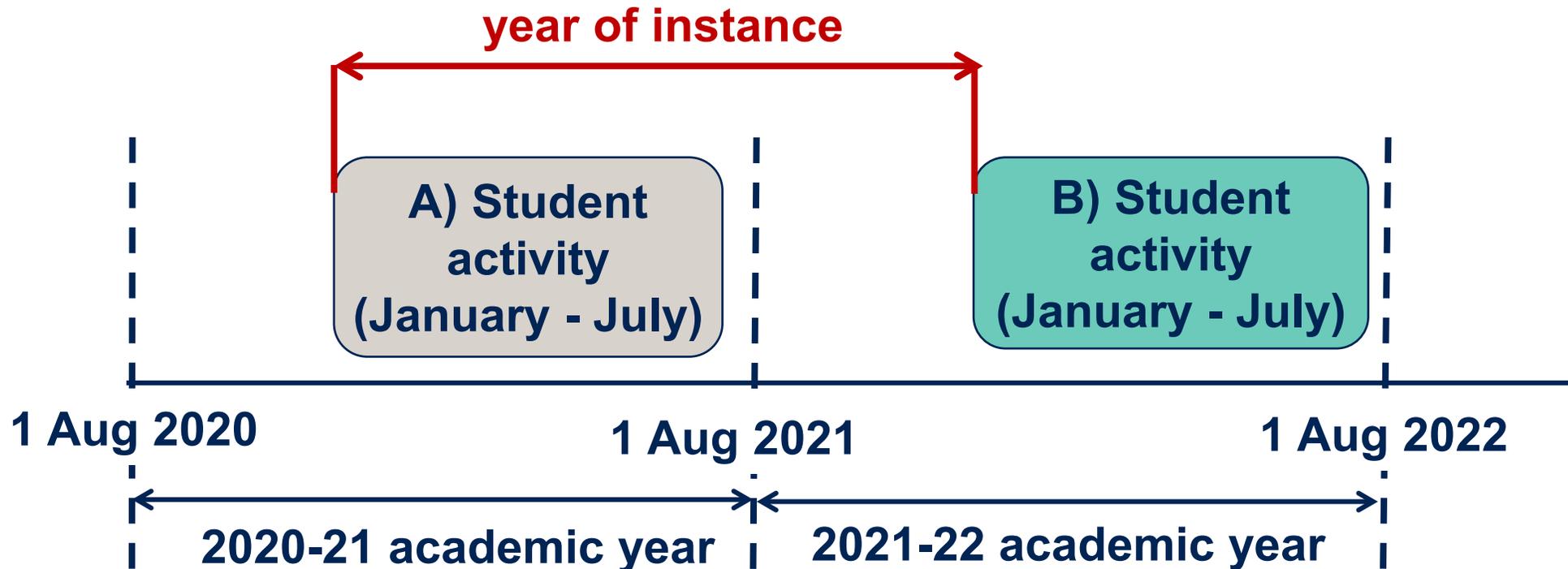
- All activity contained within one academic year (1 August – 31 July)
- Count at the start of each year of instance.



# Standard and non-standard years

## Standard year (column 2):

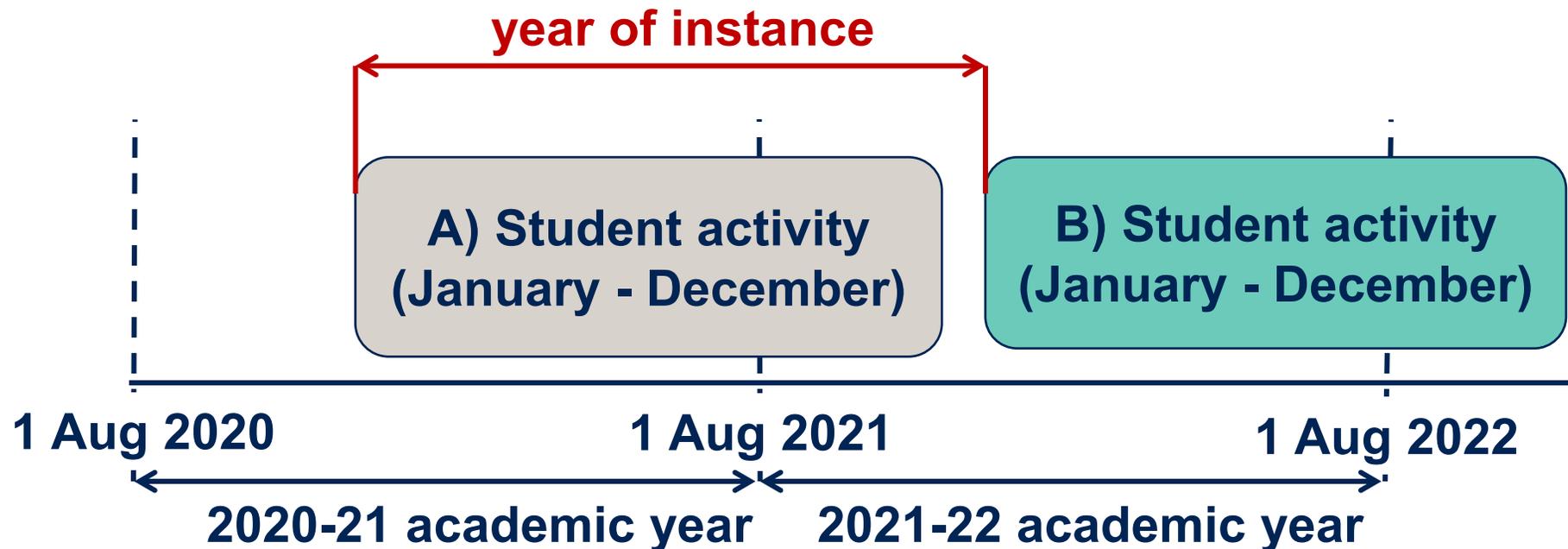
- All activity contained within one academic year (1 August – 31 July).
- Included as a forecast year in column 2 at the start of each year of instance.



# Standard and non-standard years

## Non-standard year (column 2):

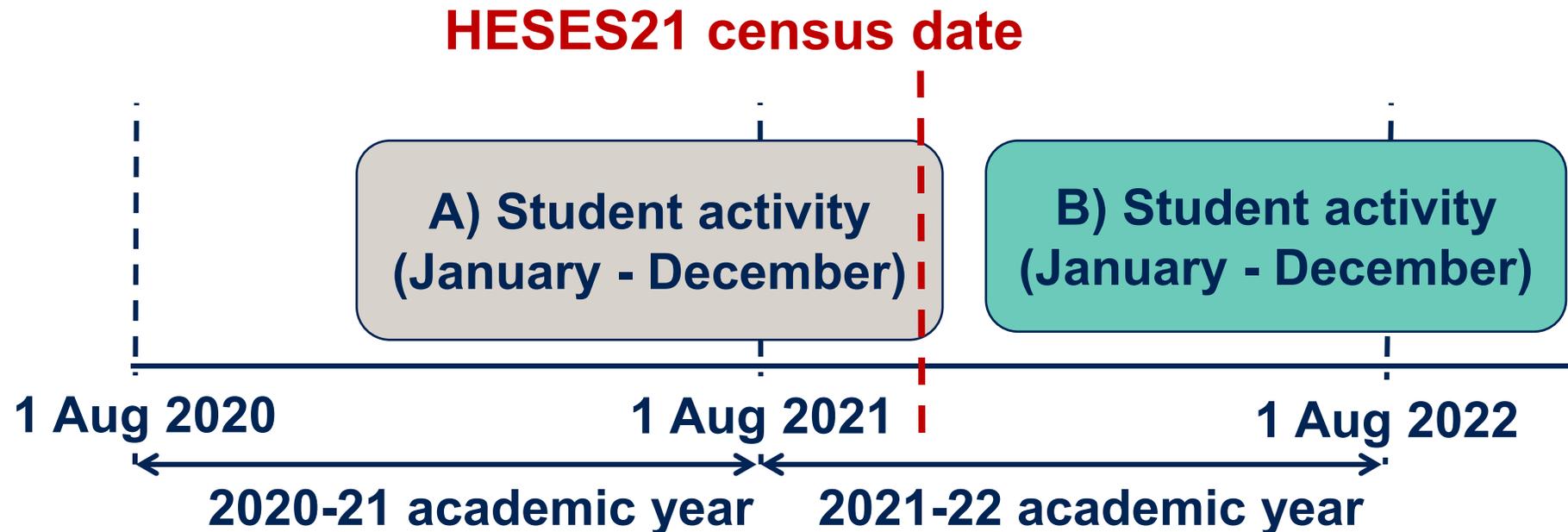
- Activity for a year of instance spans two academic years.
- Included as a forecast year in column 2 at the start of each year of instance: avoid double-counting.



# Standard and non-standard years

## Non-standard year (column 2):

- Activity for a year of instance spans two academic years
- Included as a forecast year in column 2 at the start of each year of instance: avoid double-counting.





# What is the Courses table for?

The courses table is used to record **Column 1 years of instance**.

Data entered on the courses table automatically populates Column 1 on Tables 1, 2, 3 and 5.

**Column 2** years of instance will still have to be entered manually

Data is entered at a course level, using learning aims.

We take a snapshot of the data in the Education and Skills Funding Agency's Learning Aim database. This is used to list:

- course title
- level
- price group(s)
- length.

If you don't have a learning aim, or the information is incorrect, contact us as soon as possible at [heses@officeforstudents.org.uk](mailto:heses@officeforstudents.org.uk).

# Completing the Courses table

- You must use the specific learning aim for each course. There are limits on how many times you can enter the same learning aim
- Price groups for each course are defined by the learning aim
- A course can be split between price groups – if so you will have to enter the percentage for each price group
- Level and length are automatically completed but you can overwrite these if necessary
- There are separate columns for each mode, sub-columns separate out fee status, fundability status and domicile
- **Only enter Column 1 students** – years of instance that have started before the census date.

# When two courses are part of one instance

When a student progress directly from one course to another at the same broad level (e.g. undergraduate or postgraduate taught), we would consider this to be a single instance for HESES purposes.

Examples:

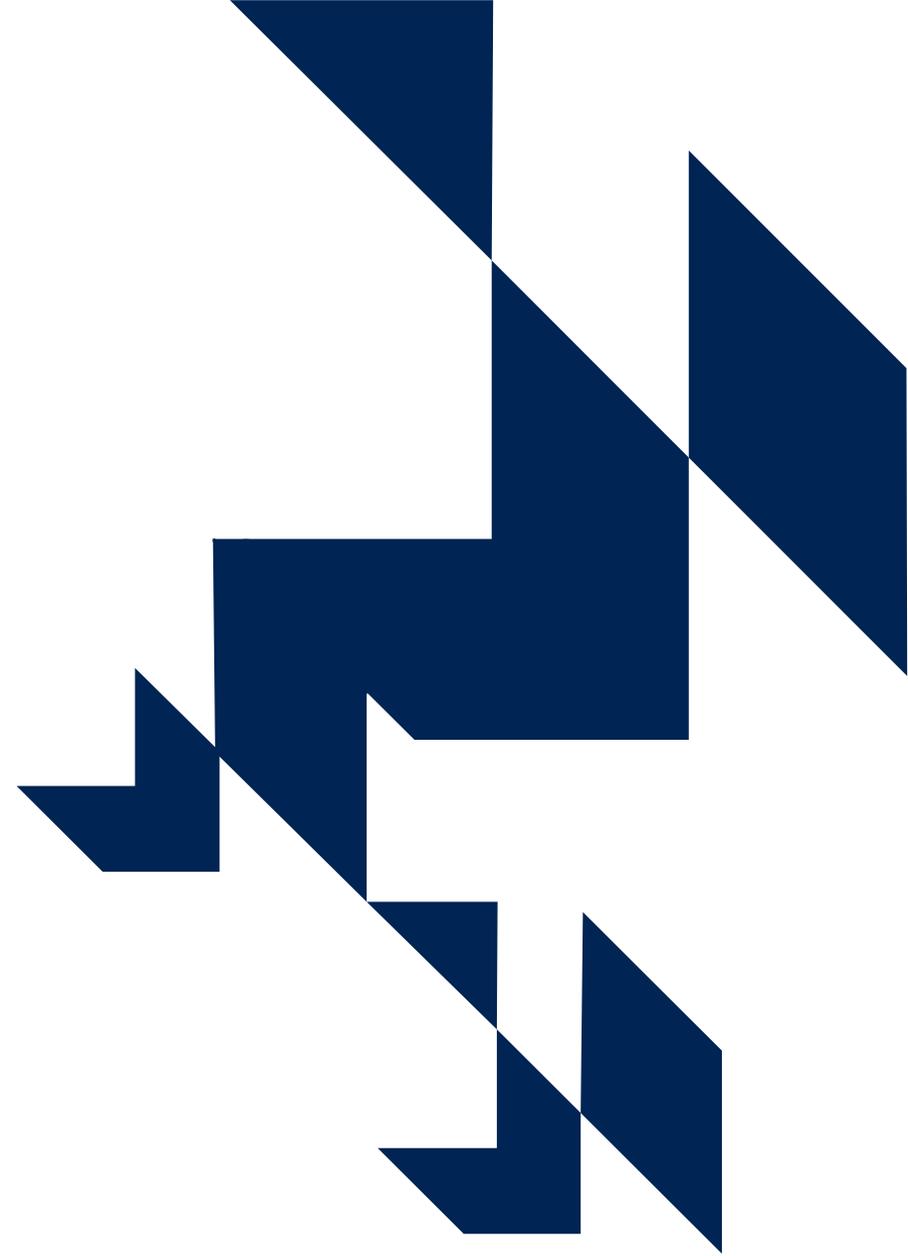
- A student completes a foundation degree then progresses straight away to a top-up year for a BSc
- A student completes an HNC, then progresses to top this up to an HND.

The courses table does not account for this; if the two courses overlap you should only enter students against the higher learning aim.

# Any questions?



# Non-completions: Column 3



# Table 1: Full-time

			First-stage credibility: OK			First-stage credibility: OK			First-stage credibility: OK			First-stage credibility: OK			
			Column 1			Column 2			Column 3			Column 4 Automatically populated			
			Years countable between 1 August 2021 and census date inclusive			Forecast of years countable after census date and before 1 August 2022			Forecast of years not completed (negative values)			Estimated completed years academic year 2021-22 (Columns 1 + 2 + 3)			
			Home fee			Home fee			Home fee			Home fee			
			OfS-fundable	Non-fundable	Overseas	OfS-fundable	Non-fundable	Overseas	OfS-fundable	Non-fundable	Overseas	OfS-fundable	Non-fundable	Overseas	
Price group	Length	Level	(a)	(b)	(c)	(a)	(b)	(c)	(a)	(b)	(c)	(a)	(b)	(c)	
A	Standard	UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		PGT (UG fee)													
		PGT (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGR		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00	0.00
	Long	UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)													
		PGT (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGR		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00	0.00
B	Standard	UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		PGT (UG fee)													
		PGT (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Long	PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGR		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00	0.00
		UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
C1.1	Standard	PGT (UG fee)													
		UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		PGT (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# The OfS definition of completion

## **Students start their year with a study intention:**

- The modules they intend to complete in that year.

## **The OfS definition of ‘completion’:**

In order to complete the year, a student must:

- complete all of their study intention
- within 13 calendar months of the start of their year.

Completion is not the same as ‘progression’.

## **In order to complete a module, a student must do one of the following:**

- undergo the final assessment in the module
- pass the module, if it can be done without undergoing the final assessment.



# The OfS definition of completion

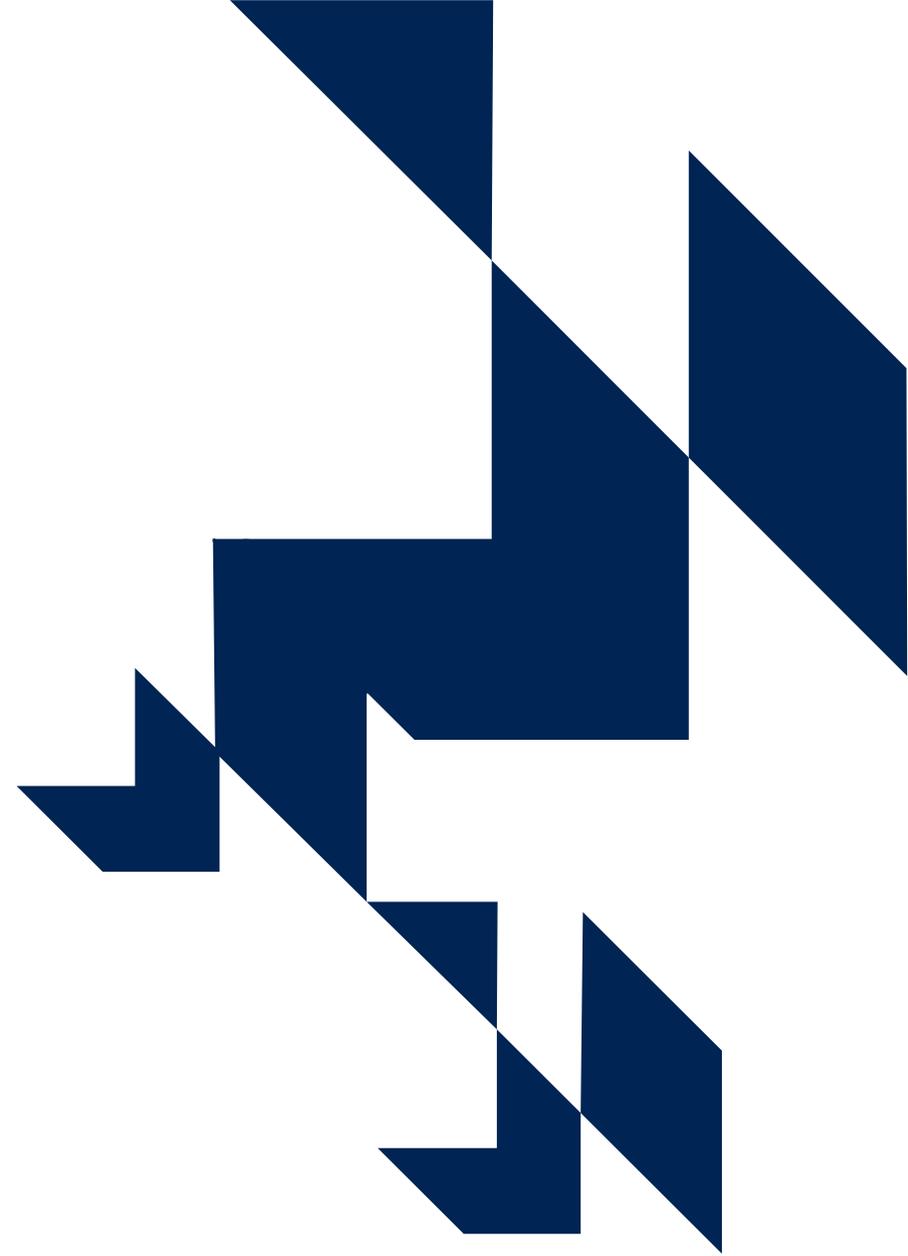
Enter a **forecast** of the students recorded in Columns 1 and 2 who will not complete their year of instance.

## Notes:

- Should be recorded as a **negative** number
- Estimates should be primarily based on the previous year's non-completion rate for the particular course
- Forecasts should not be 'skewed by exceptional circumstances'
- Completion is not the same as progression: use the definition from the HESES guidance.



**Full-time  
equivalence (FTE):  
Column 4a**



# Table 3: Part-time

		Column 1 or Column 2: Annex C			Column 3 Non-completions: Annex D			Column 4 (Automatically completed)			Column 4a FTE: Annex E					
		Column 1			Column 2			Column 3			Column 4			Column 4a		
		Years countable between 1 August 2021 and census date inclusive			Forecast of years countable after census date and before 1 August 2022			Forecast of years not completed (negative values)			Estimated completed years academic year 2021-22 (Columns 1 + 2 + 3)			Estimated FTE for completed years included in Column 4 for academic year 2021-22		
		Home fee			Home fee			Home fee			Home fee			Home fee		
		OfS-fundable (a)	Non-fundable (b)	Overseas (c)	OfS-fundable (a)	Non-fundable (b)	Overseas (c)	OfS-fundable (a)	Non-fundable (b)	Overseas (c)	OfS-fundable (a)	Non-fundable (b)	Overseas (c)	OfS-fundable (a)	Non-fundable (b)	Overseas (c)
Price group	Length	Level														
A	Standard	UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)														
		PGT (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGR		0.00	0.00		0.00	0.00		0.00		0.00	0.00		0.00	0.00
	Long	UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)														
		PGT (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGR		0.00	0.00		0.00	0.00		0.00		0.00	0.00		0.00	0.00
B	Standard	UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGR		0.00	0.00		0.00	0.00		0.00		0.00	0.00		0.00	0.00
	Long	UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGR		0.00	0.00		0.00	0.00		0.00		0.00	0.00		0.00	0.00
C1.1	Standard	UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# Calculating FTE: column 4a (annex E)

## FTE = Full-time equivalence

For a part-time course, this is defined by looking at the equivalent full-time course.

It can be calculated based on:

- number of credits studied
- duration of the course.

Over a whole part-time course, the FTE should add up to the same total as a full-time course.

Example:

A full-time degree takes three years.

A part-time degree takes six years.

$$3 / 6 = 0.5 \text{ FTE}$$

Over six years, the total FTE is 3.

# Calculating FTE: credit example

For example: A full-time degree is taken over three years, with 120 credits taken each year. In the part-time course, 90 credits are studied in years one, two and three, and 30 credits are studied in years four, five and six.

What is the FTE for years one, two and three?

$$90 / 120 = 0.75$$

What is the FTE for years four, five and six?

$$30 / 120 = 0.25$$

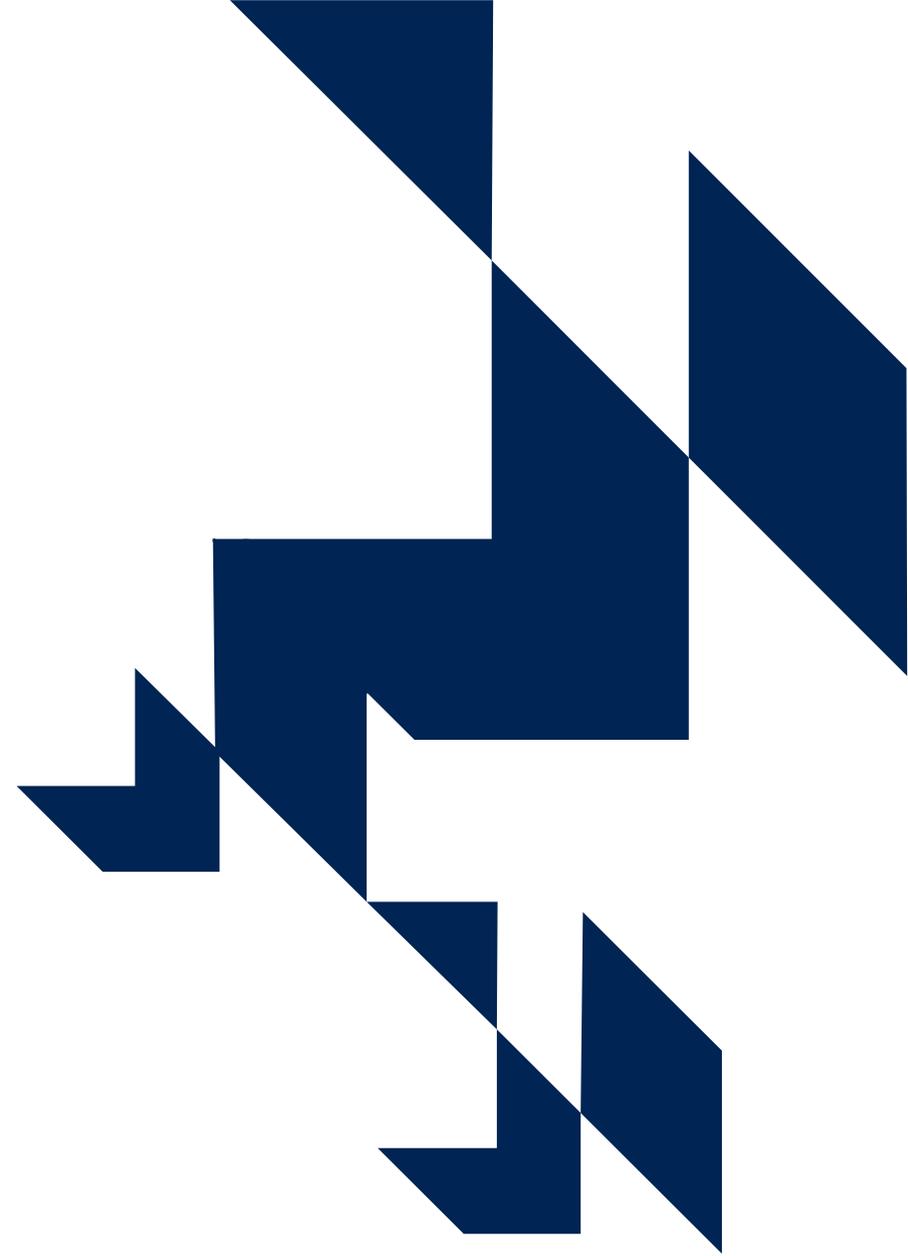
What is the total FTE over the course?

$$0.75 + 0.75 + 0.75 + 0.25 + 0.25 + 0.25 = 3.0$$

# Any questions?



# **Tables 6a, 6b and 6c: Healthcare**

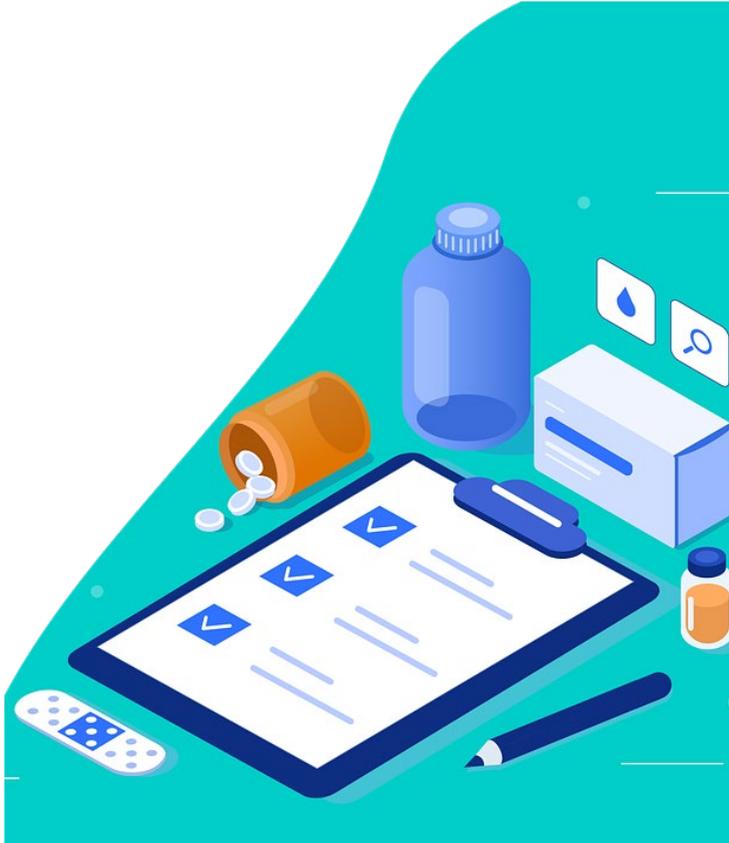


# What are Tables 6a, 6b and 6c for?



- Record students on certain courses that lead, on successful completion, to **first registration as a professional in nursing, midwifery and certain allied health professions**
- Tables 6a, 6b and 6c are mutually exclusive
- These students will already be recorded on Tables 1-3
- The health tables further break these students down based on:
  - profession
  - fundability status
  - starters in 2021-22.

# Who is recorded on Tables 6a, 6b and 6c?



- Home fee students
- Studying specific pre-registration courses. Not all healthcare courses are recorded here.

These courses need to be approved by specific regulatory bodies:

- The Nursing and Midwifery Council
- The Health and Care Professions Council
- The General Dental Council.

Further detail on these professions and courses is in **Annex L of the HESES guidance.**

# Structure of Table 6a

Profession (price group)	Length	Level	Column 1			Column 2	
			Years countable between 1 August 2021 and census date inclusive			Forecast of years countable between 1 August 2021 and before 1 August 2022	
			OfS-fundable (a)	Non-fundable (b)	Starters in 2021-22 included in (a) and (b)	OfS-fundable (a)	Non-fundable (b)
Dental hygiene (A)	Standard	UG	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)					
	Long	UG	0.00	0.00	0.00	0.00	0.00
PGT (UG fee)							
Dental therapy (A)	Standard	UG	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)					
	Long	UG	0.00	0.00	0.00	0.00	0.00
PGT (UG fee)							
Dietetics (B)	Standard	UG	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)					
	Long	UG	0.00	0.00	0.00	0.00	0.00
PGT (UG fee)							
Midwifery (B)	Standard	UG	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)					
	Long	UG	0.00	0.00	0.00	0.00	0.00
PGT (UG fee)							
Nursing - adult (C1.1)	Standard	UG	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)					
	Long	UG	0.00	0.00	0.00	0.00	0.00
PGT (UG fee)							
Nursing - children (C1.1)	Standard	UG	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)					
	Long	UG	0.00	0.00	0.00	0.00	0.00
PGT (UG fee)							
Nursing - learning disability (C1.1)	Standard	UG	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)					
	Long	UG	0.00	0.00	0.00	0.00	0.00
PGT (UG fee)							
Nursing - mental health (C1.1)	Standard	UG	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)					
	Long	UG	0.00	0.00	0.00	0.00	0.00
PGT (UG fee)							

The tables have the same columns as on Tables 1 to 3. The definitions of fundability, length, etc. remain the same.

The columns are further broken down into:

- a) OfS-fundable students (all years)
- b) Non-fundable students (all years)
- Starters in 2021-22 – the number of students recorded in a) and b) that are starters in 2021-22.

Professions are separated out and can be filtered.

# Starter versus new entrant

- ‘Starter’ in tables 6a, 6b and 6c does not have the same definition as ‘New entrant’ for Table 5
- A ‘starter’ is a student starting study for the first time on a relevant pre-registration course in a specific year
- For HESES21, you need to separately identify students who are starters in 2021-22
- You may need to be able to identify starters in previous years when determining fundability status.

# Any questions?



# How to find further guidance

Further guidance on the topics covered today can be found in the HESES21 guidance, in these annexes:

Topic	Guidance
Standard or non-standard year	Annex C
Non-completion forecasts	Annex D
(Part-time only) FTE for completed years	Annex E
Health profession	Annex L



# Next webinar

**1330 on Wednesday 29 September 2021**

**Submission and verification of the HESES21 workbook**

This webinar will cover:

- how to submit your completed HESES21 workbook
- how the OfS will carry out data verification on your HESES return
- how to get your HESES21 submission signed off.

# How to find out more

**Website:** [www.officeforstudents.org.uk/heses](http://www.officeforstudents.org.uk/heses)

**Email:** [heses@officeforstudents.org.uk](mailto:heses@officeforstudents.org.uk)

**YouTube:** <https://www.youtube.com/officeforstudents>

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